



STAFF PROFESSIONAL DEVELOPMENT POLICY

Introduction

The most significant resource in ensuring success for all our learners is the staff in the centre. Professional development encompasses all the activities the staff undertake to raise their performance. This includes external courses, internal courses, opportunities for curriculum development work and new duties, relating to their vocational area and/or teaching and training responsibilities.

Policy Brief & Purpose

Our Professional Development Policy refers to ACE Training's training and development programs and activities. Staff need to update their knowledge (in order to remain up to date within their industry) and develop new skills to develop within their Vocational role. They also need to develop and maintain their skills as an effective tutor and trainer. This will benefit both them, learners, employers and ACE Training. We want all staff to feel confident about improving efficiency, effectiveness, quality and productivity, as well as finding new ways towards personal development and success.

Guidelines

- The Professional Development Programme will be integrated with Improvement Planning, Performance Management and Monitoring of Work
- The programme will extend to all staff employed by ACE Training
- Professional Development has several aspects:-
 - Induction to ACE training, job shadowing
 - Training for the job, mentoring and coaching and on the job training
 - Vocational awards develop a good understanding of the awarding body requirements, updating knowledge when changes are made to awards or practices by the awarding body
 - External awarding body Training in new requirements and practices, face to face externally or on line webinars
 - Teacher Training updates and developments, external training, webinars
 - Professional development for career progression
- Profession Development will be linked to clearly definable outcomes through targets arising from Performance Management, Improvement Planning and Monitoring of Work
- Where possible professional development activities will be accredited
- The Training and Operations Directors will allocate a budget to support the Professional Development requirements
- The negotiated delegation of responsibilities represents an important opportunity for the professional development of staff
- Where appropriate professional development will be delivered internally and draw upon the expertise of the staff team
- Professional Development needs may be identified through the following process:-
 - Improvement Planning
 - Performance Management
 - The individual member of staff identifying a training need or through monitoring of work

As part of the professional development activities, we arrange for subscriptions or educational material, so all staff have access to news, articles and other material that will help them to develop in their job. There are two conditions for this:-

- Subscription/Material should be job-related
- All relevant fees should be agreed by a Director prior to sign up

This list doesn't include software licences or other tools that are absolutely necessary for employees' jobs.

Policy Elements

All staff and Directors collaborate to build a continuous professional development (PD) culture. ACE Training encourage its staff to look for new learning opportunities within their vocational area and Teaching skills. The Operations and Training Directors are responsible for their teams and for identifying their staff's development needs. It is the Directors responsibility to facilitate any staff training and development activities.

Professional Development – Staff Responsibilities

All Staff

- It is the responsibility of all staff to plan and manage their own career development
- The Performance Management process provides staff with an opportunity to discuss their career development and identify areas that they wish to be professionally developed in
- The Operations Director is responsible for maintaining a record of the Professional Development (PD) that all staff have undertaken. A Professional Development Individual Plan has been developed for all staff as a place to keep this record and their Curriculum Vitae as it develops. Agendas for any planned Development Days are kept in the file as a record of PD undertaken
- Each year all staff are involved in the Improvement Planning process and Performance Management. With the support of their line managers they are required to identify the PD that they believe they require in order to achieve improvement targets that they are responsible for
- Once an appropriate PD activity has been identified teaching staff in all areas must complete a 'Course Details and Cover Requirements' form. Having undertaken the PD activity a 'Professional Development Evaluation' form should be completed and returned through Operations Director responsible for PD
- When an Improvement Target comes up for evaluation and PD has been undertaken in support of the target then staff must identify how effective they believe the PD activity was in enabling them to achieve the Improvement Target
- When attending an external PD course staff are expected to keep any expenses relating to the course to a minimum and to complete an expenses claim form and return it to the Deputy Principal responsible for PD soon after the course. Where overnight costs or significant travelling costs are likely to be incurred then they must be agreed by the Deputy Principal responsible for PD prior to the course. Staff may only travel 2nd class

Operations and Training Directors

Are responsible for:

- Assisting staff in identifying their PD needs in relation to their jobs, the Improvement Planning and Performance Management processes
- Ensuring that PD needs arising out of Improvement Targets are identified in the Improvement Plan
- Monitoring that aspect of the Improvement Plan that relates to their specific responsibilities
- Evaluating the effectiveness of PD in supporting Improvement Targets
- Supporting the Director responsible for PD in organising PD activities relating to their area of responsibility.

Managing Director

In addition to the PD responsibilities of Operations and Training Directors

- Monitor the PD Plan for those subjects and areas within their directorate
- Ensure that PD needs are identified alongside Improvement Targets in the Improvement Plan
- Will prioritise PD needs to ensure that the PD budget is applied to the greatest effect

Group Training Events

ACE Training will engage with external experts to train their staff. We will cover the entire cost in this case. Examples of this kind of Professional Development are:

- Equal and Diversity training
- Safeguarding / Prevent training
- Teacher Training and development from awarding body and other external organisations
- Assessor Training directly from the awarding body
- Quality Assurance Training
- Vocational Training for new awards, award requirements and new requirements

This category also includes training conducted by internal experts and managers. Examples are:

- Training new employees
- Training teams in company-related issues (e.g. new systems or policy changes)
- Training employees to prepare them for promotions, transfers or new responsibilities

Staff will not have to pay or use their leave for this type of training. Attendance records will be part of the process in order to demonstrate PD to external organisations and update the Individual development Plans.

Other types of training

All staff and Directors are responsible for continuous learning and Professional Development. All are expected to demonstrate a willingness to improve by seeking appropriate opportunities.

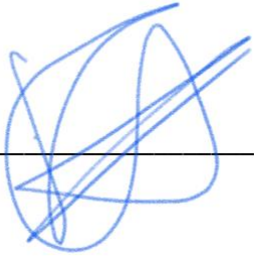
Procedure

This procedure should be followed when a member of ACE Training staff want to attend external training sessions or conferences:

- Staff (or their line manager) identify the need for training.
- Staff and line manager discuss potential training needs, activities, and methods and identify appropriate session's or courses
- Staff discuss with Directors their proposal. They will need to highlight the need and the impact the training will have on them, learners, employers and ACE Training
- Directors will research the proposal, with attention to budget and training content and impact on ACE Training
- Directors will approve or reject the proposal. If they reject it, they will provide staff with valid reasons
- If Directors approve, they will make arrangements for dates, accommodation, reserving places etc
- In cases where ACE Training doesn't pay for the training directly, staff will have to pay and send invoices or receipts to the Director responsible for approving the training. They will then approve staff reimbursement according to the information supplied
- If a member of staff decides to drop or cancel a planned training activity, they must inform their Director immediately. They will also have to pay any cancellation or other fees if there is not a valid reason for cancelling the activity
- When training ends with examination, staff are obliged to submit the results. If they don't pass the exam, they can retake it on their own expense

Name Vanessa Cover Position Operations Director

Signature _____



Date 12th March 2024 Review March 2025